

Chytania Brown, President & CEO  
Employ Milwaukee  
2342 North 27th Street  
Milwaukee, WI 53210  
Phone: (414) 270-1700  
Fax: (414) 225-2375  
Website: <http://www.employmilwaukee.org>



Tom Barrett, Mayor, City of Milwaukee  
**Designated Chief Elected Official**

Donald W. Layden, Jr.  
**Chair**

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## EMPLOY MILWAUKEE BOARD OF DIRECTORS MEETING

**March 11, 2021 • 8:30 a.m. – 10:00 a.m.**

2342 North 27<sup>th</sup> Street, Milwaukee, WI 53210 – Via Zoom

### MINUTES

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**Members Present:** Chytania Brown, Dan Bukiewicz, Kareeda Chones-Aguam, Sheila Cochran, Carla Cross, Randy Crump, Michael Daily, Pam Fendt, Jennifer Fogarty, Andres Gonzalez, Tasha Jenkins, Ossie Kendrix, Mark Kessenich, John Kissinger, Donald Layden (Chair), Brian Levins, Steve Martin, Ted Matkom, Darryl Morin, Alan Perlstein, Karen Spindler, Sylvia Swann, Patricia Woodward

**Designees Present:** Laura Bray, Dr. Katrice Cotton, Jennifer Abele, Parker Rios

**Members Absent:** Deshea Agee, Eduardo Garza, Dr. Vicki Martin, Lupe Martinez, Dr. Mark Mone, Dr. Keith Posley, Wallace White

**Guests:** Renee O’Day, WI DWD

**Staff Present:** Julie Cayo, Lowell Raven, Eileen McMahon

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Board of Directors Chair Don Layden called the meeting to order at 8:31 a.m.

#### 1. Approval of Meeting Minutes from November 10, 2020 and December 10, 2020

After brief discussion, members approved meeting minutes from November 10, 2020 and December 10, 2020 as circulated.

#### 2. Chair Report

- **CEO Update**

Chytania Brown reflected on her first year as CEO. EMI and its American Job Centers are in a prime position to drive impact. As they begin to fully reopen, AJCs are accessible to all and provide critical access points for people in underserved communities. Striving to be a responsive, comprehensive, and effective source of support for workers navigating complex challenges and preparing for jobs of the future utilizing these five priorities: 1) Impact, 2) Relevance, 3) Performance, 4) Innovation, and 5) Customer Service.

EMI continues to serve neighborhoods in need. Our programs provide skill training, supportive

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services, wages, placement and advancement opportunities that bring wealth back into the community. A Return on Investment (ROI) metric is currently in development by planning and business intelligence staff. This past year has forced us to be innovative using transformative technology and some examples include:

- DWD Job Service Virtual Job Fair technology
- Work\$Ready online job readiness program
- MATC/EMI IT Held Desk Technician online boot camp
- Coming Soon – EMI Virtual Service Delivery Platform (April 2021)

Ms. Brown gave an overview on the Strategic Planning and Performance Team led by newly promoted Vice President of Strategic Planning and Performance, Julie Cayo. Her team handles all EMI research, planning, and fund development. Also under Ms. Cayo's guidance are the Compliance and Business Intelligence teams.

Agency is currently transitioning, regrouping, retooling many processes. This week, 20 staff from Fiscal, Compliance and Programs are attending 3-day process mapping training which will lead to improved internal processes. By March 31<sup>st</sup>, the first draft for new processes should be ready.

- **Executive Committee Update**

*Packet information – Compliance Memo dated January 22, 2021 Re Bylaws & Conflict of Interest Policy, EMI Draft Child Protection Policy Statement,*

Chair Don Layden welcomed Maysee Herr, President of Hmong Chamber of Commerce and most recent addition to Employ Milwaukee Board of Directors. Also approved at the February 25, 2021 Executive Committee meeting were updated EMI bylaws and Child Protection Policy. The revised bylaws were reviewed by outside counsel, Michael Best. The Child Protection Policy was a requirement of new grant from United Way. It will be included with all current and future ISY and OSY Youth contracts. PY20 Audit Draft has not yet been received from WIPFLI with the delay related to the fact that it is a combined compliance and financial audit in addition to ensuring building sale is included in results. Thus, Board of Directors will not be approving today. Completion of audit is expected the end of March. Chair Layden reported he was having technical difficulties so would be turning chair responsibilities over to Mr. Kissinger.

*Alan Perlstein motioned for approval of amended and restated EMI Bylaws; Steve Martin seconded; approved unanimously.*

*Darryl Morin motioned for approval of Child Protection Policy; Karen Spindler seconded; approved unanimously.*

### **3. Governance, Compliance & Nominating Committee Update**

*Packet Information – Maysee Herr Self-Nomination Form, WI DWD WIOA Title I-A & B Policy & Procedure Manual Attachment A, Table 1.4.1 Summary of Workforce Development Board (WDB) Membership Requirements, Board and Committee Rosters*

- Review Board and Committee Nomination Report
  - Vacancies - Lois O'Keefe and Eugene Manzanet

Long-time EMI Board of Directors and Program Committee member Lois O’Keefe has retired from board. Gene Manzanet has left his position at U.S. Bank to work on his Doctorate and thus stepped down from BOD. The loss of Mr. Manzanet will impact business to workforce ratio and BOD ratio will drop to 50%.

- Nominations – Maysee Herr

After brief discussion regarding nomination of Maysee Herr, Chair Gonzalez stated he was supportive of her nomination and thanked Ms. Herr for her willingness to serve on EMI BOD. She has expressed interest in serving on Personnel, Finance & Audit committee as well.

*Darryl Morin motioned for approval of Maysee Herr to join EMI Board of Directors; Carla Cross seconded; approved unanimously.*

- Governance, Compliance and Nominating Committee Chair Andre Gonzalez reported Governance Committee would like to nominate two to three more BOD members this year. **Next steps** - Chair Gonzalez asked Directors to email him any new self-nominations or suggestions for candidates to EMI Board of Directors to ensure board composition requirement.

#### 4. Personnel, Finance & Audit Committee Update

*Packet information – Committee minutes from December 3<sup>rd</sup>, 2020 and December 9<sup>th</sup>, 2020, Management Report Re Financial Statement Notes as of December 31, 2020, EMI New Hire and Termination Report July 1, 2020 thru January 31, 2021, EMI Fund Development Report July 1, 2020 thru February 22, 2021*

- **Building Update**

Ms. Brown reported the building sale close date took place on February 5<sup>th</sup>, 2021 to finalize sale of the building. The original offer was \$3.4 million, but after inspection issues with roof and HVAC system, negotiated down to \$3.175 million, which was a reduction of \$225,000. After paying off mortgage and debt, including LOC, balance was \$1,204,509. These funds were placed in new premium business money market account with PNC Bank so that the net proceeds from the sale of the building would not be co-mingled with the cash used in the EMI operating checking account. After EMI’s change from ownership to tenants, Ms. Brown met with WCS management. Ms. Brown reported decisions on Facilities and Security staff being hired by WCS have not been made as of the date of this meeting. Decision was made for EMI staff to have use of Room 118 for summer programming in 2021 but may have to look elsewhere next program year.

- **Audit Update**

Lowell Raven reported he has been working closely with WIPFLI external auditors, providing information for 59 audit requests. WIPFLI will be presenting audit results to Personnel, Finance & Audit Committee, followed by Executive Committee for approval of audit on March 29<sup>th</sup>. The deadline for filing the FY’20 audit and data collection form with the Federal audit clearinghouse is March 31, 2021. The delays associated with the FY’20 audit have been caused both by COVID issues, as well as ensuring the gain from sale of building could be taken into consideration for the FY’20 audit as a subsequent event to allow for a mitigation of the going concern circumstances which in turn would allow EMI to not have a going concern in the FY’20 audit report. . Mr. Mariano remarked EMI has done a remarkable job in a difficult year.

**Next steps** – PF&A and Executive Committee meetings will be scheduled for approval of audit results

March 29th.

## 5. Program Committee Update

*Packet information – Committee minutes from August 19, 2020 and November 11, 2020, OSO Memo dated February 19, 2021 Re Workforce System One Stop Report, Career Resource Navigator Results, WIOA Core and Combined State Plan Partner Status Reports, PY20 Placements and Wages*

Program Committee Chair Carla Cross reported challenge continues to be return to work staffing levels at EMI, contracted service providers office, worksites, etc., due to the COVID 19 pandemic.

- The PY20-23 WIOA Local Plan was approved and posted on the EMI website:  
<https://www.employmilwaukee.org/employ-milwaukee/about/WIOA-Local-Plan.htm>
- The PY20-23 WIOA Regional Plan was submitted to DWD on December 15, 2020 and DWD has 90 days to review. EMI is anticipating response and/or approval by March 15, 2021.

One Stop Operator Activity Highlights: 1) Convening regional Zoominars on economy, 2) all locations visited 2+ times 3) Have been holding themed Lunch and Learns, 4) Business Services meet and greets, 5) In person services occurring in partner programs, and 6) Collecting stories about workforce system across region that reflect resilience and adaptability by staff and customers.

WIOA program results included receiving exceeded for unsubsidized employment for both Q2 and Q4 post-exit for adult and dislocated worker. Received met for youth. Same results for median earnings. The credential attainment rate (which has been below for previous scorecards) was exceeded for adult, dislocated worker and youth and covers the period of April 1, 2018 through March 31, 2019. There were 1,014 placements in PY20 compared to 3,000 in PY19 due to pandemic. Average wages for PY20 were: Adult \$16.68, Youth \$12.20, and Reentry \$13.20.

## 6. Youth Committee Update

*Packet Information – Committee minutes from August 13, 2020 and November 4, 2020, EARN & LEARN Planning Information*

Youth Committee Chair Dr. Katrice Cotton reported committee met on February 10, 2021. Discussion and approval on new Child Protection Policy was forwarded for approval by Program Committee. EARN & LEARN work site application will be released on March 8<sup>th</sup> and In School Youth application will be released on March 15, 2021. Goal is 1,200 for this year and Chytania Brown is chairing E&L Fund Development Committee, that has been active since last December.

## 7. Other

No further discussion was held.

The Board of Directors meeting was adjourned at 9:29 a.m. by Co-Chair John Kissinger.

**The next Board of Directors Meeting will take place June 10<sup>th</sup>, at 8:30 a.m. at Employ Milwaukee, 2342 N. 27<sup>th</sup> Street, Milwaukee, WI 53210 or VIA Zoom Technology.**

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